OD Policy and Procedures Checklist
On-the-Spot Awards

On-The-Spot Award Policies	
Description	Lump sum cash award up to $2,500 designed to provide immediate recognition for worthy non-recurring contributions that advanced NIH goals and objectives. NOTE: The ability to process these awards through the Administrative Data Base (ADB) has been suspended indefinitely. On the Spot awards are now processed through the personnel/payroll system (EHRP) as are all other employee cash awards.
Criteria/Examples	- Completion of a short-term project in less time than expected or where unusual difficulties were encountered. - Volunteering for extra or emergency assignments while maintaining his/her own workload. - Development of new or revised procedures that resulted in improved office productivity.
Eligibility	May be granted to individual employees as well as teams or groups of employees. Employees in the following pay plans are eligible: General Schedule (GS/GM); Federal Wage System (WG,WL,WS,WD,WT); Senior Level (SL /ST); Members of the SES (ES); Title 42 (AD) employees. On the Spot awards for Members of the SES or Title 42 employees must be reviewed against applicable guidance regarding bonuses/awards for these employees.
Award Amount	Up to $2,500 (GROSS amount). Amount of award should be commensurate with the value of the employee's contribution to the Government. Tables of Tangible and Intangible Benefits should be used as a guideline for determining award amounts. NOTE: Program areas that wish to ensure the employee receives a particular NET amount should use the attached charts (separate charts for CSRS and FERS employees) to determine the GROSS amount of the award necessary to ensure a particular NET amount.

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Approving Officials	Approving Officials determined by applicable delegation of authority. Second level review not required unless specified by NIH Deputy/Associate Director or Office Head who reports to the Director, NIH.
Timing	Award recommendations should be prepared as soon as possible but not later than 30 days after the employee's contribution has been completed in order to provide timely recognition of the employee's contribution.
Documentation Required	1. Completion of *NIH Award Nomination Form*, signed by the Recommending (if applicable) and Approving Official. NOTE: If the award is granted to an employee in another program area who is not under the supervision of the Approving Official, the employee's supervisor must be advised of the award and concurrence obtained. 2. A narrative description of the contribution to be recognized and how the employee's actions benefited the government must be provided as Justification.
Receipt of Award	The award is processed through the personnel/payroll system (EHRP) and received by the employee approximately four weeks after the effective date of the award. The award is disbursed as a separate payment, less deductions, to the same location the employee's salary check is disbursed, e.g. to the employee's bank via direct deposit.
References	- 5 CFR 451 - *NIH Employee Recognition and Awards Program,* 12/2/96 - *OD Employee Awards Program, 12/20/96* - Memorandum from Acting Deputy Director, NIH to OD Senior Staff, *Delegation of Personnel Authorities,* 10/23/01

Yes/No	On-the-Spot Award Procedures Checklist
	1. Has the employee(s) contribution already been recognized or proposed for recognition by another monetary award (e.g. Staff Recognition Award, Quality Step Increase, Special Act or Service Award, Time Off

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	Award)? *Only one monetary award may be granted per contribution.*
	2. Does the Approving Official who signed the award have the delegated authority to approve awards in the amount requested? *Refer to local delegations of authority.*

	Documentation & Routing - On The Spot Award
	1. Documentation required: A. Completed *NIH Award Nomination Form* – all items must be completed. B. Narrative description of contribution to be recognized.
	2. Signatures required A. Recommending Official (optional) B. Approving Official C. Administrative Officer/Funds Approving Official
	3. Route completed Award Nomination to OHR Human Resources Operations Branch D, Bldg. 31, Rm 4B41 for processing.
	4. OHR, Human Resources and Payroll Solutions Branch processes award through the personnel/payroll system (EHRP) and returns the original copy of the *NIH Award Nomination Form* to the Human Resources Operations Branch D for filing in the employee's Employee Performance Folder (EPF). A copy will be returned to the Administrative Officer.
	5. Administrative Officers are responsible for maintaining their own internal controls on awards and for advising program officials of the status of the award, effective date, and expected receipt of the award.

Prepared by OD Executive Office
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